

DRAFT Landfill Advisory Committee Rules
Landfill Advisory Committee
Department of Environmental Services
City & County of Honolulu

Draft Date: October 21, 2021

1. **Authority and Membership.** The Landfill Advisory Committee (“Committee”) was established in accordance with Section 4-103 of the Revised Charter of the City and County of Honolulu 1973 (2017 Edition). The Committee consists of nine members appointed by Mayor Rick Blangiardi. If a member’s service concludes before the Committee’s work is complete, the Committee’s membership shall be reduced accordingly, unless and until the Mayor appoints a replacement.
2. **Purpose and Objectives.** Committee members will independently evaluate and score candidate sites for the City and County of Honolulu’s next municipal solid waste and construction and demolition debris landfill. As an advisory committee of the City and County of Honolulu, Department of Environmental Services (“Department”), the function of the Committee shall be limited to counsel and advice. The primary purpose of the Committee meetings will be for the Committee members to receive information and engage in discussions that will assist the members in their independent evaluation and scoring.
3. **Quorum and Voting.** Except as otherwise provided by law or these rules, a majority of the entire membership shall constitute a quorum of the Committee, and an affirmative vote of a majority of the entire membership shall be necessary to take any action.
4. **Meetings.** All meetings shall be conducted pursuant to Chapter 92, Part I, Hawaii Revised Statutes (also known as the “Sunshine Law”) and the Rules Relating to the Sunshine Law, attached as Exhibit C to the Emergency Proclamation Relating to the State’s COVID-19 Delta Response, issued by Governor David Y. Ige on October 1, 2021 (“Rules”), as both may be amended from time to time. Meetings shall be led by a facilitator provided by the Department, who shall facilitate meetings in a manner that provides all Committee members an opportunity to engage in all discussions, deliberations, decisions and actions of the Committee, and provides public participants with the opportunity to provide comments in accordance with the Sunshine Law and Rules. The presence of a quorum of the Committee is required for a meeting. As of October 25, 2021, the Department planned a total of eight meetings. Additional meetings may be scheduled by the Director of the Department of Environmental Services (“Director”) or Deputy Director of the Department of Environmental Services (“Deputy Director”), as may be necessary to ensure the timely completion of the Committee’s business.
5. **Agenda.** The Department has developed an outline of the content to be covered at each of the planned meetings. The agenda for each Committee meeting shall be set by the Director or Deputy Director. Additional items may be added at the discretion of the Director or Deputy Director until the time the agenda is posted. After the agenda is posted, additional items may only be added in accordance with the Sunshine Law.

6. **Public Testimony.** Pursuant to Sunshine Law, any interested person shall be afforded the opportunity to submit data, views, or arguments, in writing on any agenda item. Interested persons may also present oral testimony on any agenda item.

Any person wishing to present oral testimony may register with the Department no later than the time posted on the agenda for the meeting. Any person who has not registered to testify will be afforded the opportunity to present oral testimony on any item after those persons who have registered to speak have testified.

Oral testimony shall be limited to two minutes. No person may read another person's testimony or statement.

7. **Correspondence.** All correspondence addressed to the Committee shall be sent by mail or email to:

Mailing address: Landfill Advisory Committee
 c/o Department of Environmental Services
 1000 Uluohia Street, Suite 201
 Kapolei, Hawaii 96707

Email address: newlandfill@honolulu.gov

The Department shall promptly distribute correspondence to the Committee members. Any correspondence received by a Committee member pertaining to the business of the Committee shall be provided to the Department by emailing the correspondence to newlandfill@honolulu.gov for distribution to all Committee members or by calling the Department at 768-3430 to make alternative arrangements for delivery.

8. **Action by Committee.** Except as otherwise provided in these rules, the Committee shall act by motion. Any member may make a motion. No motion may be received and considered by the Committee until the same has been seconded.
9. **Minutes.** The minutes of all meetings of the Committee shall be in summary form setting forth the major decisions and actions. Drafts of minutes shall be distributed upon completion by Department staff.
10. **Evaluation and Scoring of Landfill Sites.** The Committee will evaluate and score potential landfill sites using a series of objective and subjective criteria provided by the Department. Committee members shall assign their own weights to each objective criteria. To determine an individual Committee member's score for each objective criteria, the member's assigned weight is multiplied by the site's objective rating for that particular criteria. For each of the subjective criteria, each Committee member shall assign their own weights and ratings. The score for each subjective criteria shall be determined by multiplying the assigned weight by the assigned subjective rating. Committee members shall submit their landfill site scores to the Department, and the Department will calculate the combined score for each site. The site receiving the highest combined score will be ranked the highest, and the site receiving the lowest combined

score will be ranked the lowest. The Department will prepare a report ranking the sites which will be transmitted to the Mayor.

11. **Conflicts of Interest.** Members of the Committee who have interest in matters before the Commission shall disclose the nature of the interest, which disclosure shall be part of the Committee's records. Members of the Committee making such disclosures may, at their discretion, choose either to vote or abstain from voting on the matters in which they have declared an interest. In this and similar matters, the Committee shall follow criteria for conflicts of interest established by the Ethics Commission pursuant to Article XI of the Charter and Chapter 3, Article 8 of the Revised Ordinances of Honolulu.

12. **Amendment of Rules.** These rules may be amended by a majority vote of the Committee.

13. **Effective Date.** These rules shall be effective upon the date of adoption by the Committee.

Date of Adoption: _____, 2021.